

**Executive Administrative Assistant 1**  
**Curriculum Developer**  
*Status: Executive Service*  
*1 Vacancies Total*

Agency: Division of TennCare/Member Services/Compliance and Policy Group

**Note\*:**

An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

**Job Description:**

Under general supervision, is responsible for professional training administrative work of average difficulty. An employee in this class develops and delivers training. This class designs learning solutions and instructional intervention on a quarterly basis. This class is responsible for developing and revising learning solutions and instructional interventions on a daily basis. The Curriculum Developer will evaluate learning design, instructional interventions; deliver comprehensive system and policy training for Member Services employees. This position will also complete administrative duties.

**Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time professional work in one or a combination of the following: academic teaching; educational administration; development of instructional materials for academic programs; or training.
- Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of two years: (1) Human Resources Management; (2) Industrial/Organizational Psychology; or (3) any field related to the design or evaluation of curriculum and related instructional processes, including, but not limited to Curriculum and Instruction, or Educational/Instructional Media Design, Educational Evaluation, Research, and Statistics.
- Any teaching or training experience or any remaining professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Job Location:**

Nashville, Tennessee

**How to Apply:** Qualified candidates should send their resumes along with a cover letter to [michelle.nulty@tn.gov](mailto:michelle.nulty@tn.gov) by February 16, 2018.